

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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**ALL ARIZONA PUBLIC COMMUNITY  
COLLEGES AND UNIVERSITIES**

Function

**ADMISSIONS AND REGISTRARS' OFFICES'  
RECORDS**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Permanent Records: academic transcript and catalog - single record copy				Perm	Preserve pursuant to A.R.S. §39.101
2.	Input/Source Documents		-	-	-	Destroy after the information has been input and verified.
3.	Full Time Student Equivalency [FTSE or FTE] Census Reports				3	After academic year created, or after software allows for records to be purged from the system, whichever occurs later.
4.	Veterans (G.I. Bill) student records as required by VA agreement, may include V.A. application; certifications; and status changes				3	After year of last attendance
						Supersedes Schedule Dated: November 2002

Approved by:

*Gladys Ann McCall*  
Director, Arizona State Library, Archives and Public Records

Approval Date:

JUL 28 2006

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No.	RECORD SERIES	R.S.		RETENTION (YR.)		REMARKS (Include start point of retention.)
		Code	Off.	R.C.	Total	
5.	General, Routine Admissions and Registrar Office Records. These records document the internal administration or housekeeping activities of the office. In general, the records relate to the organization of the office, staffing, procedures, systems, and communications. They do not serve as unique documentation of the programs or functions that protect the rights of citizens or employees, demonstrate government accountability, nor do these records document the development of the office or the history of the State of Arizona. These records may include but are not limited to documentation of the day-to-day administration and training of office personnel; supplies and office services; the use of office space, equipment, and utilities; and unit activity relating to specific and defined short-term administrative projects; and related documentation and correspondence. They also include records specifically related to Admissions Offices and Registrars' Offices such as routine class schedules, rosters and lists; non-matriculated students' admissions records; credit/non-credit approvals; athletic eligibility records; etc. These are records of little value and of a routine nature that are used to further some activity. As facilitative records, they have no continuing value to the organization and, generally, are only needed for a short period of time.					Delete or destroy when no longer needed, or as long as any federal or state requirements dictate, whichever is longer.
						Supersedes Schedule Dated: November 2002

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Director, Arizona State Library, Archives and Public Records

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